



November 25, 2002

Ms. Sharon Booth, Auditor
Pike County Auditor
801 Main Street
Petersburg, IN 47567

FILED

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Sharon Booth
AUDITOR-PIKE COUNTY

Dear Sharon:

Enclosed are two Sales Order options regarding Security and Anti-Virus protection for the Pike County Server and the PC's that are connected to that server. We have added ManaNet as a connection to Manatron's network for monitoring and updating your protection software. This is a new feature for Pike County, and a summary appears below.

While the industry recognizes that there are no 100% guarantees against viruses attacking your system, doing nothing leaves a system vulnerable. As keepers of the counties vital records, you are taking the necessary precautionary steps to try and prevent malicious attacks on your system. Maintenance on Sales Order 20149 offers on-site recovery assistance from Manatron billable with travel & expenses only. Maintenance on Sales Order 20148 offers on-site recovery assistance at \$1000 per day per person plus travel and expenses.

- Inoculateit Antivirus Software will be installed by Manatron on the Server. Updates will be installed on the Server up to twice per month.
- Additional updates may be applied at Manatron's discretion at no additional charge.
- Pike County will acquire a local internet service provider. Manatron will install a ManaNet Icon on the desktop at the server. Manatron will provide initial phone support if the service provider needs assistance.
- At a minimum of once a week, PC's connected to the Pike County Server will be left on overnight so the Server can distribute updated Anti-Virus Software to the PC's. These PC's do not have to be signed on to the network. Users should log out before they go home (preventing unauthorized access) but leave the PC turned on.
- Documentation will be provided on the use of the PC level anti-virus software and at least one user in each office will be trained.
- Additional Security will be applied around User-ID and Passwords as prescribed by the State Board of Accounts within the confines of the current operating systems at Pike County.

I am also enclosing some brochures on System Security and ask that you share these with the other officeholders and employees who use the county computer system. If you have any questions on the technical aspects of these orders, please contact Todd Sakai or Jennifer Alletto. And as always, I can also be reached at 1-800-422-2835.

Sincerely,

James M. Fischer
Special Projects

Enclosures: 2

ATTACHMENT 20148A

Security: In accordance with the Indiana State Board of Accounts Computerized Accounting System Requirements, the Manatron Staff will implement the following features that are functional within the operating systems on PC's connected to the Pike County Server:

- Each user will have a unique user identification code and password at the network level
- Passwords will expire every 30 days
- Passwords will be a minimum of 6 characters in length
- Passwords will require a combination of alphabetic and numeric characters
- New passwords must be different than the last 3 passwords for that user
- Individuals can assign their own passwords
- User identification codes and passwords will be kept confidential within the computer system
- Users other than the System Administrators and Security Administrators will be prevented from accessing sensitive operating system commands
- User identification codes will be deactivated after three unsuccessful attempts to sign on to the computer. When the account is disabled, contact Manatron.

Anti-Virus: Manatron will download and apply new signature files to the Pike County Server at a minimum of two times per month at the County's request on the morning of the first business day of that week. More frequent updates may be applied at Manatron's discretion at no additional charge.

- The Antivirus software on the server will be configured so that the updates will then be automatically redistributed to the PC's that are powered on.
- Manatron will configure the PC's attached to the server to automatically run a Virus Scan for the user. An icon will also be installed on the taskbar allowing the user to manually launch the virus scan.
- The County will inform users that they are not to change any of the settings on their Anti-Virus that has been installed on their PC.
- For each update appointment, the Pike County Auditor will call Manatron and notify the system's staff that they have connected to ManaNet (icon on Server) and that they are ready for the update to be installed.

INDIANA SALES ORDER

MANATRON, INC.

4625 West 86th Street, Suite 800
Indianapolis, IN 46268
1-800-422-2835
1-317-802-9032 FAX

SALES QUOTE: 20149R

PAGE #: 1 of 1

Salesman: INDIANA / OTHER

SHIP TO:

Customer: Pike County Auditor
Address: 801 Main Street
City: Petersburg
State: Indiana
Zip: 47567
Attention: Sharon Booth
Phone #: 812-354-6451 Fax #: 812-354-3500

BILL TO:

Same

Date Quoted

11/25/02

Date Needed

Date Ordered

<u>Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended</u>	<u>Install</u>	<u>Total</u>	<u>Monthly Maintenance</u>
21	ITL6002600AE0TC	Inoculateit V6.0 (1 server, 20 PC's) Includes 1 year of free upgrades. Any onsite-recovery assistance from Manatron is billable with only travel and expenses.				\$735.00	\$125.00
1	MPL3MEDOLP100TC	Inoculateit Media				\$19.90	
1		ManaNet Connect to Manatron Network				N/C	
1		Professional installation - incudes 2 people plus travel & expenses				\$2,000.00	
SUB TOTAL			\$	-		\$ 2,754.90	
INSURANCE, FREIGHT, SHIPPING & HANDLING							
TOTAL				(ACTUAL)		\$2,754.90	\$ 125.00

COMMENTS:

ITEMS LISTED ABOVE ARE BILLABLE UPON SHIPMENT.
SEE ATTACHMENT 20148A

DISCLAIMER:

Customer acknowledges that they are under contract with MANATRON for the acquisition of certain equipment and agree to be bound by the terms and conditions of such contract and further agree to include ordering equipment under any existing Service Agreement. CUSTOMER EXPRESSLY AGREES TO ASSUME ALL RESPONSIBILITY FOR ENSURING THAT CUSTOMER'S SYSTEM IS PROPERLY CONFIGURED TO ACCEPT THE EQUIPMENT ORDERED ABOVE, HAVING DETERMINED THE POSSIBLE NEED FOR THE CORRECT SOFTWARE USER LICENSES, ADDITIONAL CABLES, ADAPTERS, PORTS, ETC.

Any additional items needed or required after delivery of the above ordered equipment will be charged to the customer accordingly.

Authorized Customer Signature

Date Signed

Manatron Approval Signature

Date Signed

INDIANA SALES ORDER

MANATRON, INC.

4625 West 86th Street, Suite 800
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<u>Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended</u>	<u>Install</u>	<u>Total</u>	<u>Monthly Maintenance</u>
21	ITL6002600AE0TC	Inoculateit V6.0 (1 server, 20 PC's) Includes 1 year of free upgrades Any onsite-recovery assistance from Manatron is billable @ \$1,000 per day per person plus travel and expenses.				\$735.00	\$50.00
1	MPL3MEDOLP100TC	Inoculateit Media				\$19.90	
1		ManaNet Connection to Manatron Network				N/C	
1		Professional installation - includes 2 people plus travel & expenses				\$2,000.00	
SUB TOTAL			\$	-		\$ 2,754.90	
INSURANCE, FREIGHT, SHIPPING & HANDLING							
TOTAL				(ACTUAL)		\$2,754.90	\$ 50.00

COMMENTS:

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